



Human Resources Department
p: 503-526-2200 f: 503-526-2572

**Planning Technician-Current Planning
Community Development Department**

SALARY RANGE: \$18.45 - \$24.72 per hour

CLOSING DATE: February 29, 2016

ABOUT THE JOB:

Assists in the processing of permits and applications at the planning front counter, providing customer service, information and technical planning assistance and support to the public, developers, staff and consultants in planning related issues or processes. The ideal candidate is a person who is looking to begin their professional planning career, who is self-motivated, and is committed to providing excellent customer service. This position serves on the Current Planning team charged with realizing short and long term city goals that improve the integration of land use.

ESSENTIAL FUNCTIONS OF THE JOB:

- Act as the first point of contact to the public for information pertaining to planning issues and the Development Code;
- Answer questions regarding Development Code requirements, planning process, and application procedures;
- Confirm zoning and direct public to appropriate staff members;
- Answer the Division's public inquiry phone;
- Assist in the processing of permits and applications, including receipting of fee payments and routing of application materials;
- Provide technical research assistance to staff/consultants;
- Read and interpret maps and plans;
- Provide excellent internal and external customer service;
- Support and respect diversity in the workplace.

TO QUALIFY:

Requires an Associate's degree in planning, geography, community development, landscape/urban design, or related field, or an equivalent combination of education and experience. A Bachelor's degree is preferred.



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HOW TO APPLY:

Applications may be completed on our website at www.BeavertonOregon.gov or by submitting a City of Beaverton application form to the Human Resources Department, Beaverton City Hall, P.O. Box 4755, Beaverton, OR 97076.

VETERANS' PREFERENCE:

Qualifying veterans and disabled veterans may obtain preference by submitting as verification of eligibility a copy of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a letter from the US Department of Veteran's Affairs indicating receipt of a non-service connected pension. Disabled veterans must also submit a copy of their veteran's disability preference letter from the Department of Veteran Affairs, unless the information is included in the DD Form 214 or 215. Veterans' Preference documentation must be submitted with your application.